

COVID-19 PANDEMIC OPERATION

Excellent Driving School

A. General Requirements and Restrictions

- Conduct temperature check and screen employees and customers before entering the facility and ask if they are experiencing any possible COVID symptoms.
 - Anybody with COVID symptoms will not be permitted in the facility.
 - Employees with COVID symptoms are not permitted to work.
- Hand sanitizer will be available for employees and customer use upon entering and exiting the establishment.
- Post signage at the entrance door and around the classroom for employees, vendors, and customers to wear mask and to practice social distancing.
- Operate at no more than the percent of occupancy rate for the facility, including employees, as identified in current or future Executive Orders.
- Keep a log book for all incoming customers.

B. Employee Health and Hygiene

- Encourage employees to frequently wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Provide and maintain protective equipment and supplies for employees to perform enhanced cleaning/disinfection.
- Conduct training for employees on enhanced disinfection and proper PPE use based on CDC guidelines.

C. Cleaning and Disinfection

- Clean and disinfect highly touched areas or objects (sneeze guards, door handles/knobs, tables, chairs, car seats, pencils/pens, test questionnaires)
- Clean and disinfect frequently touched surfaces periodically throughout the shift but also:
 - At the beginning and end of every shift
 - After anyone uses the vehicle and classroom
- Limit tool sharing if possible
- Increase cleaning and disinfection of the entire establishment
- Ensure that toilet facilities and handwashing sinks are thoroughly and regular cleaned and disinfected.
- Have adequate approved cleaning and disinfection supplies to perform enhanced cleaning and disinfection.
- Follow CDC's Cleaning and Disinfecting Decision Tools

D. Social Distancing and Other Protective Measures

- To the extent possible, all staff shall maintain 6 feet separation
- Face coverings is required to be worn by all employees and customers
- Stagger shifts, breaks, and meals so that employees are not in the same areas at the same time.

E. Classroom Course

- Refuse service to students with COVID symptoms.
- Screen and conduct temperature check on all students.
- Students are required to come to lessons with a face mask.
- Limit in class sessions by promoting online courses.
- Class size will be limited in accordance to the mandated law.
- Space classroom seating at least 6-ft apart.
- Sanitize desks and classroom materials after each use.
- Doors will be remained open during class time for increased ventilation.
- Discourage students' designated drivers from staying back at the office while waiting for the student to finish the course.

F. Road Hours/Behind-the-Wheel Course

- Refuse service to students with COVID symptoms.
- Screen and conduct temperature check on all students.
- Students are required to come to lessons with a face mask.
- Only 1 student will be in the car at a time with an instructor.
- The vehicle will be sanitized between lessons.
- Slightly open windows to ensure good ventilation.
- Discourage students' designated drivers from staying back at the office while waiting for the student to finish the course.